

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Employer's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Employer's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day, typically two weeks from the date above]. This decision was not made lightly, but I must prioritize urgent family commitments that require my immediate attention.

I am grateful for the opportunities I have received during my time at [Company Name]. I appreciate the support and guidance you and the team have provided. I will ensure a smooth transition and complete my responsibilities to the best of my ability during my remaining time.

Thank you for your understanding.

Sincerely,

[Your Name]